

AUTHORIZATION FORM TO CAROLINE COUNTY HEALTH DEPARTMENT

This authorization form must be completed and signed by the owner. This form should be attached to the appropriate application only if the owner did not sign the application. All applications must have: 1-a site plan, 2-floor plan, if applicable, 3- appropriate nonrefundable fee, and; 4-owner's signature, (or signed authorization form in lieu of owner's signature on application). An explanation of applications follows:

SOIL EVALUATION is required when planning to build on a vacant lot that does not have a current perc approval. This application could take longer than 30 days to process. A scaled site plan showing location of pits and/or pipes on property and appropriate fee (refer to application) must accompany the application.

SANITARY CONSTRUCTION PERMIT is required when planning to install a new septic system or repair/replace old septic system. A scaled site plan showing staked site of new (or existing) home location and proposed additions and appropriate fee (refer to application) must accompany the application. After a sanitarian reviews application, file and visits the site, septic specifications are mailed to applicant. These specifications are to be returned to the health department with the owner's and the sewage contractor's signatures. *Please allow 30 days processing time for the septic specifications to be sent out. Once the specifications are sent out, they must be returned to the health department with appropriate signatures within 90 days or reapply for permit.*

WATER/SEWER VERIFICATION is required when planning to build, but not limited to: replacement home, accessory dwelling, farm mobile home, any farm buildings (like barns or chicken houses), deck, shed, pool. *Health Department approval is also required for "H.D. subdivision review" "SRA change/revision" "Special Use" "Change of Use" and/or "Home Occupation Business" permits—this is the same form.* A scaled **site plan, floor plan and current fee** must accompany the application—check your settlement papers for the location survey as this is to scale and is usually required before a bank will finance a mortgage. *Please allow 30 days processing time.*

PROPERTY STATUS REPORT is required when an up-to-date report is needed concerning the status of the property in question. Current fee and copy of last perc approval must accompany application.. *Please allow 30 days processing time.*

MAIL ORIGINAL TO: CCHD-Environmental Health
403 S 7th Street, Rm 248
Denton, MD 21629

----CANNOT ACCEPT ELECTRONIC (FAXED) SIGNATURES----

PLEASE PRINT

Dear Caroline County Health Department:

I _____ (owner) give permission for
_____ (buyer or agent) to apply on

my behalf for a: ☐ soil evaluation
CHECK ALL THAT APPLY ☐ sanitary construction permit
 ☐ water/sewer verification
 ☐ property status report

for my property located at: _____ Road, (_____ subdivision)

Tax Map _____, Block _____, Parcel _____ (Lot _____)

Owner's current

Mailing address: _____
(Street or P.O. Box, Town, State, ZIP) and..... Day Phone #

X _____
Owner's signature

Date